

November 18, 2005

Dear Training Program Project Director:

We are pleased to inform you that the Training Program for Federal TRIO Programs Personnel, CFDA #84.103A, is participating with e-Reports, the Department of Education's (ED) electronic initiative for performance reporting. e-Reports allows you, **fiscal year 2002** grantees, to electronically complete and submit your annual/final grant performance report (ED-524B) for 2003-2004 via the Internet. You can access e-Reports through ED's e-Grants portal page by using the following Web site: <http://e-Grants.ed.gov>, then selecting e-Reports. Participants will benefit from pre-populated information on the ED Form 524B that can be updated by the Project Director. In addition, your ED Program Contact will be able to review your final grant performance report as soon as you submit it through e-Reports. If necessary, the ED Program Contact can provide comments, request additional information and unsubmit your performance report. This will give you the advantage of making the appropriate changes and resubmitting it via this software.

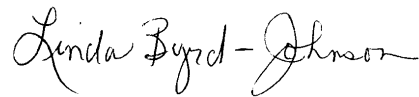
When accessing e-Reports for the first time you will have to register to get an ID and password. You will receive a prompt asking if you are a Project Director. After answering yes, you will need to add your name and grantee DUNS number as they appear on your original grant award notification document. This will give you access to the appropriate annual or final grant performance report. However, if you are a new Project Director and your name does not appear on the Grant Award Notification, you should contact your ED Program Contact. Please note that if you have registered in e-Reports previously as a Project Director, you do not need to re-register and should use the ID and password that you were assigned at that time. If you have forgotten your ID and/or password, you can use the "I Forgot My Password" link to get a new password e-mailed to you.

Additionally, ED requires that a signed Grant Performance Report cover sheet (ED-524B) be faxed or mailed to your ED Program Contact within three business days after electronic submission of your report. The fax number is 202-219-7074. Please also mail any documentation or materials that you would like to submit to your ED Program Contact. The address is 1990 K Street, N.W., Washington, DC 20006. The deadline for submitting all materials, either through the Web, by fax, or by regular mail, is December 30, 2005.

Feedback from e-Reports' participants will allow the Department to modify the software for further implementation. While your participation in providing feedback is voluntary, we strongly encourage you to take advantage of this opportunity. Please note that the most recent approved version of the ED-524B was specifically designed to facilitate electronic submission of data – for example: text blocks, which are limited on the paper copy form are expandable in e-Reports.

If you have any problems while processing your grant performance report through e-Reports, a hotline staff person is available to assist you. The hotline can be reached by calling the following toll free number: (888)-336-8930 (TTY: 1-800-897-8402, local 202-401-8363). Hours of operation: 8:00 a.m. - 6:00 p.m. Washington, DC time, Monday through Friday. Thank you in advance for participating in this electronic endeavor.

Sincerely,

A handwritten signature in black ink that reads "Linda Byrd-Johnson". The script is cursive and fluid, with the first name "Linda" being more prominent than the last name "Byrd-Johnson".

Linda Byrd-Johnson, Ph.D.
Team Leader
College and University Support Team
Federal TRIO Programs